



## Community Grant Application

### Contact Information:

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## COUNTY OF KAUA'I GRANTS TO PRIVATE ORGANIZATIONS

### INFORMATION:

**Eligible Applicants:** Any group that is a private organization not-for-profit, corporation or unincorporated association organized to provide benefits to the people of the County of Kaua'i; provides benefits to the people of Kaua'i via services or activities to meet a distinctive cultural, social or economic need for which adequate federal or state funding cannot be secured.

**Funding Amount:** up to \$2000.00

### Processing:

Once the Grant Application is received, it will be scored by a committee, and if selected, the request for payment will be sent to the Department of Finance for processing. The entire processing time will take approximately **2 -3 weeks**.

### REQUIREMENTS:

1. Your grant proposal should clearly state how your project/event will benefit the people of Kaua'i.
2. Your organization must comply with all the requirements set forth by the County of Kaua'i.
3. Projects will require both fiscal and program reporting. A final report is required 30 days after your project or event is complete.
4. Release of County of Kaua'i checks will not be approved without the submission of this Grant Application Packet.
5. All funds must be used within the fiscal year it's awarded. This FY ends June 30, 2023.
6. Your organization must be up to date and in compliance with all reporting requirements set forth in the Kaua'i County Code Chapter 6, Article 3. Sec. 6-3.3 for any previous grant awards.
7. If you have failed to submit reports on a timely manner, you are no longer eligible for grant funds.

## INSTRUCTIONS:

1. Read through this packet before starting your application.
2. Every section must be completed.
3. Type or print clearly in **black ink**.
4. Two *unrelated* members of your planning group must accept responsibility for managing your project's financial and cash-handling procedures, and agree to accept all special conditions set forth by the County and both members must sign the application where indicated.
5. Must email a signed copy to [mmiranda@kauai.gov](mailto:mmiranda@kauai.gov).

## SPECIAL CONDITIONS

This section provides the special conditions that organizations are required to comply with accepting these funds.

- 1) Organization must comply with all applicable federal and state laws prohibiting discrimination against any person, on the grounds of race, color, national origin, religion, creed, sex, or age, in employment and any condition of employment with the recipient or in participation in the benefits of any program or activity funded in whole or in part or by government funds.
- 2) To comply with all applicable licensing requirements of the County, State and Federal governments, and with all applicable accreditation and other standards of quality generally accepted in the field of the recipient's activities.
- 3) To have in its employ or within its membership such persons as are qualified to engage in the activity funded in whole or in part by government funds.
- 4) To comply with such other requirements as the Director of Finance may prescribe to ensure adherence by the provider or recipient with county, federal and state laws and to ensure quality in the service or activity rendered by the recipient.
- 5) To allow the expending county agency (department), the Finance Committee of the Council, full access to records, reports, files and other related documents in order that they may monitor and evaluate the management and fiscal practices of the expenditure of County funds.